POSITION DESCRIPTION													
1. Position Number		2. Explanation (show any positions replaced)											
3. Reason for Submissio													
□ New □ Redes	☐ Other	r											
4. Service													
☐ HQ ☐ Field)												
 ☐ HQ ☐ Field ☐ Yes (multiple use) ☐ No (single incumber 6. Position Specifications 7. Financial Statement I 									10 Position Sons	itivity and Di	sk Dosignati	on	
_	Executive Personnel-OGE-278						10. Position Sensitivity and Risk Designation						
Subject to Random Dr	☐ Employment and Financial Interest-C				OCE 4	Non-Sensitive							
~					OGE-4	150	□ Non-Sensitive: Low-Risk						
Subject to Medical Sta	☐ None required						Public Trust						
Telework Suitable	8. Miscellaneous 9. Full Per				ance Le	evel	☐ Non-Sensitive: Moderate-Risk						
Fire Position	Functional Code: Pay Plan			lan:			☐ Non-Sensitive: High-Risk						
Law Enforcement Pos	BUS: Grade:				National Security								
44 75 444 4						□ Noncritical-Sensitive: Moderate-Risk							
11. Position is	npetitive			□ ses									
1 1 2-Supervisory			repted (specify in remarks)				SL/ST		☐ Noncritical-Sensitive: High-Risk				
☐ 4-Supervisor (CS	cepted (specify in remarks)						☐ Critical-Sensitive: High-Risk						
☐ 5-Management O							☐ Special Sensitive: High-Risk						
☐ 6-Leader: Type I	Location			15. Fair			Labor Standards Act						
☐ 7-Leader: Type II									☐ Exempt ☐ Nonexempt				
	e #2: #3:				17. Co	ompe	etitive Area Code:						
☐ 8-Non-Superviso					Co	ompe	etitive Level Code:						
18. Classified/Graded by	Title of Posi		Pay Pl	an	Occ	cupational Code	Grade	Initial	Date				
a. Department, Bureau,													
b. Second Level Review													
19. Organizational Title of Position (if different from, or in addition to, official title)						20. Nam	e of Em	ıploy	ee (if vacant, speci	<u> </u> fy)			
21. Department, Agency, or Establishment						c. Third Subdivision							
U.S. Department of the Interior													
a. Bureau/First Subdivision						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
22. Supervisory Certific	ation. I cert	ify that this is an accurate st	atement of the n	najor duties and	l responsi	bilities of th	his positi	ion an	nd its organizational re	elationships and	that the positi	on	
is necessary to carry out Go but not limited to: FLSA de													
statutes or their implementing			un ements, unu	ирроінітень ра	утені ој	ривис јинс	is. Tuis	e or m	usieuuing statements	may consulute s	totations of su	cn	
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
C!													
Signature Date					Signature Date								
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						sition Cla	ssificat	tion S	Standards Used in	Classifying/G	rading Posit	ion	
Typed Name and Title of Official Taking Action													
Signature Date													
Signature Date													
25. Position Review	Initials	Date	Initials	Date									
a. Supervisor									The standards, and ice. The classification				
b. Classifier					available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from								
26 Damaulia					the per	sonnel offi	ce or the	e U.S.	Office of Personnel M	Management.			
26. Remarks													

Form HC-08 (July 2020) Office of Human Capital